

MAE Design Studio Safety Guidelines

Working in the MAE Undergraduate Laboratories requires an individual commitment to the proper use of class resources. Work space, equipment, and tools are a limited resource that are shared by everyone and used in the learning process. It is the individual commitment of Students, TA's, Staff, and Professors that keep the laboratories in working order. Below is a list of commitments that students will follow while working in laboratories.

- Never work alone.
- Always wear safety glasses in the Design Studio.
- No open toed sandals in the shop. Wear shoes that give a sure footing.
- Watches, rings, band aids on fingers, or gloves can't be worn while running machines.
- Necklaces, long sleeves, or long hair must be secured.
- Before using a tool, receive instruction on proper use.
- Machine tools are only to be used when a supervisor is present. If power to a machine tool is inadvertently left on, this does not constitute permission to use that tool without supervision.
- Listen to the machine. If something doesn't sound or feel quite right it probably isn't. Stop and recheck your setup, tools, and machine. Use proper tool speeds and feeds.
- Concentrate on what you're doing. If you get tired, leave.
- Report any damaged tools, machines, or safety concerns immediately.
- Do not work with obstacles on the floor or your workspace
- Lift with your back straight. If a load is heavy get help.
- No spray painting in walkways, hallways, or floors. Use the paint booth.
- Identify the location of the telephone, circuit breakers, water faucets, emergency eyewash, and fire extinguishers before working in a lab.
- Use appropriate gloves for handling chemicals, resins, and epoxies.
- Always report injuries no matter how small.
- When finished working for the day all equipment and work areas must be cleaned and all tools must be returned to their proper places.
- No personal trash will be left behind (water bottles, food containers, etc) in the Laboratories.
- There is no substitute for common sense and shop etiquette!